



## Center Licensing Inspection Full Report

All licensed child care programs are inspected at least once each year. Non-compliances are documented and grouped as Serious, Moderate or Low risk violations. Documenting statements and supplemental information may be included in this report. Licensing inspection reports from the previous three years can be viewed on the child care website at <http://jfs.ohio.gov/CDC/childcare.stm>. This includes complaint investigation reports with substantiated allegations. For any other child care records, please contact the Child Care Help Desk at 1-877-302-2347, option 4.

| Program Details   |                                     |                                   |                         |
|---|-------------------------------------|-----------------------------------|-------------------------|
| Program Name<br>GOOD SHEPHERD ACADEMY                   | Program Number<br>000000200245      | Program Type<br>Child Care Center |                         |
| Address<br>11285 SPRINGBORO PIKE MIAMISBURG<br>OH 45342 |                                     | County<br>MONTGOMERY              |                         |
|   |                                     |                                   |                         |
| Building Approval Date<br>12/11/2012                    | Use Group/Code<br>E                 | Occupancy Limit<br>97             | Maximum Under 2 ½<br>23 |
| Fire Inspection Approval Date<br>11/22/2022             | Food Service Risk Level<br>Level II |                                   |                         |

| Inspection Information        |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| Inspection Type<br>Annual     | Inspection Scope<br>Full | Inspection Notice<br>Unannounced |
| Inspection Date<br>01/31/2023 | Begin Time 8:15 AM       | End Time 12:05 PM                |
| Reviewer:<br>Steffani Roberts |                          |                                  |

| Summary of Findings      |                                     |                       |                        |                   |
|--------------------------|-------------------------------------|-----------------------|------------------------|-------------------|
| No. Rules Verified<br>58 | No. Rules with Non-compliances<br>8 | No. Serious Risk<br>0 | No. Moderate Risk<br>0 | No. Low Risk<br>9 |

| License Capacity and Enrollment at the Time of Inspection |                  |            |           |       |
|---|------------------|------------|-----------|-------|
| Age Group   | License Capacity | Enrollment |           |       |
|   | Totals           | Full Time  | Part Time | Total |
| Infant ( Birth to < 18 m)                                 |                  | 5          | 0         | 5     |
| Young Toddler   |                  | 9          | 0         | 9     |
| <b>Total Under 2 ½ Years</b>                              | 21               | 14         | 0         | 14    |
| Older Toddler   |                  | 4          | 0         | 4     |
| Preschool   |                  | 23         | 0         | 23    |
| School Age  |                  | 0          | 14        | 14    |
| <b>Total Capacity/Enrollment</b>                          | 83               | 27         | 14        | 55    |

| Staff-Child Ratios at the Time of Inspection |                 |                |         |
|--|-----------------|----------------|---------|
| Group  | Age Group/Range | Ratio Observed | Comment |
|  |                 |                |         |



|               |                          |         |   |
|---------------|--------------------------|---------|---|
| Older Toddler | 18 months to < 30 months | 1 to 6  |   |
| School Age    | School-Age to < 11 years | 1 to 9  | @ Arrival   |
| Preschool     | 3 years to < 4 years     | 3 to 16 | @ Arrival<br>combined with<br>Taste of<br>Preschool |
| Preschool     | 3 years to < 4 years     | 2 to 18 | Combined with<br>Taste of<br>Preschool              |
| Infant        | 0 to < 12 months         | 1 to 4  | @ Arrival   |
| Infant        | 0 to < 12 months         | 1 to 4  |   |
| Young Toddler | 18 months to < 30 months | 2 to 8  | @ Arrival<br>combined with<br>Older Toddler         |
| Young Toddler | 18 months to < 30 months | 1 to 5  |   |

**Summary of Non-Compliances**

*If a program disagrees with a licensing finding, the program may request a review of the finding(s). Ohio Administrative Code 5101:2-12-03 and 5101:2-13-03 detail the process for submitting a request for review. The request for review must be submitted within seven business days from the receipt of the licensing report. In addition, if the program is star rated, the rating may be impacted if a serious or moderate risk non-compliance is cited.*

**Serious Risk Non-Compliances**

**No Serious Risk Non-Compliances were observed during this inspection**

**Moderate Risk Non-Compliances**

**No Moderate Risk Non-Compliances were observed during this inspection**



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|--|

### Low Risk Non-Compliances

#### Domain: 01 Ratio & Supervision

Rule: 5101:2-12-18 Attendance Records

Code: The program is required to maintain a record of the arrival and departure of each child. The program is also required to retain the original attendance record at the center for a period of one year.

Finding: During the inspection, it was determined the program did not meet the requirements for keeping an attendance record as listed in number 2 below:

1. No attendance record was being maintained.
2. The attendance record was not being consistently completed.
3. The original attendance documentation was not kept at the program for a period of one year.

Submit the program's corrective action plan, which includes a statement that training was provided, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/02/2023

#### Domain: 02 Safe & Sanitary Environment

Rule: 5101:2-12-13 Sanitary Equipment and Environment

Code: The program is required to provide equipment and materials that are easy to clean.

Finding: During the inspection, it was determined that at least one piece of equipment, furnishings, or material at the program was not constructed of materials to facilitate cleaning as noted in numbers 1,3 and 4 below:

1. The material had a tear.
2. The material was not washable.
3. The material was porous.
4. The surface was cracked.
5. The surface was repaired, but in a manner that still did not facilitate cleaning.



6. Other [ ].

Equipment, furnishings, and furniture shall be constructed of materials to facilitate cleaning. Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 03 Postings & Equipment**

Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan

Code: The program is required to post and implement the JFS 01242 "Medical, Dental, and General Emergency Plan" when necessary.

Finding: During the inspection, it was determined the requirements for the JFS 01242 "Medical, Dental, and General Emergency Plan for Child Care" were not followed as noted in number 8 below:

1. The plan was not posted in each classroom.
2. The plan was not posted in other spaces used by children.
3. The name, address and telephone number of the program were not complete.
4. The location of first aid kit, fire extinguishers and fire alarm system, fire alarm pull stations and electrical circuit box were not complete.
5. The telephone number for emergency squad, fire department, hospital, poison control program, public children services agency, local health department, local emergency management agency, and police department were not complete.
6. Location of children's records was not complete.
7. Emergency information including any medications or supplies needed in the event of an evacuation was not complete.
8. The current version of the prescribed form was not used.
9. The plan was not implemented when necessary in that [ ].

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/02/2023

**Domain: 03 Postings & Equipment**

Rule: 5101:2-12-16 Medical, Dental, and General Emergency Plan



Code: The program is required to have the JFS 01201 "Dental First Aid" posted in a readily available area at the program.

Finding: During the inspection it was determined that the current version of the JFS 01201 "Dental First Aid" was not posted in a location readily available to center staff and parents as required. Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 07 Diapering & Infant Care**

Rule: 5101:2-12-20 Cribs

Code: The program is required to provide clean sheets for all cribs that are not too large or too small for the crib.

Finding: During the inspection, it was determined that sheets did not meet the rule requirement as noted in number 3 below:

1. At least one crib did not have a sheet.
2. At least one sheet was too large.
3. At least one sheet was too small.
4. At least one sheet was torn.
5. Crib sheets were not clean.

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 08 Staff Files**

Rule: 5101:2-12-08 Orientation Training & Whistle Blower Protection

Code: The program is required to have staff complete the online staff orientation training.

Finding: In review of the staff records, it was determined that child care staff member(s) had not completed the online orientation training as noted in number 1 below:

1. Within 30 days of starting employment at the program as a child care staff member.
2. No documentation of completing the training after December 31, 2016.
3. Completion of the training was not verified in the OPR.



Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/02/2023

**Domain: 08 Staff Files**

**Rule:** 5101:2-12-08 Medical Statement

**Code:** The program staff medicals are required to include all information.

**Finding:** In review of the staff records, it was determined that the medical statements for those employees listed on the Employee Record Chart did not include the required information listed below in number 4a.

1. Date of examination;
2. Signature, business address, and telephone number of the licensed physician, physician assistant, advanced practice nurse, certified midwife, or certified nurse practitioner who completed the examination;
3. A statement that verifies that the employee is:
  - a. Physically fit for employment in a program caring for children;
  - b. Immunized against Tetanus, Diphtheria, Pertussis (Tdap);
  - c. Immunized against Measles, Mumps, and Rubella (MMR);
4. Tuberculosis (TB) screening/test
  - a. Documentation of the screening process to determine if the employee resided in a country identified by the World Health Organization as having a high burden of TB and arrived in the United States within the five years preceding the date of application for employment;
  - b. Results of a TB test for employees meeting both criteria in 4a;
  - c. Results of additional testing for employees with a positive TB test;
  - d. Written statement, signed by a representative of the TB control unit, that the employee's TB is no longer infectious or the individual is receiving a TB treatment regimen for employees with a positive TB test.

Submit the program's corrective action plan, which includes a copy of the completed employee medical statement, or TB results/documentation, to the Department to verify compliance with the requirements of this rule.

Corrective Action Plan Due: 03/02/2023

**Domain: 09 Children's Files**

**Rule:** 5101:2-12-15 Child Medical and Enrollment Records



**Code:** The program is required to use the updated JFS 01234 "Child Enrollment and Health Information For Child Care".

**Finding:** In review of 25% of the children's records, it was determined that information had not been secured from the parent/guardian on the JFS 01234 "Child Enrollment and Health Information For Child Care", as required, for the items in numbers 4, 6 and 10 below.

1. No enrollment form was completed for at least one child
2. The current JFS 01234 was not completed for at least one child
3. Complete child information
4. Complete parent information
5. Complete emergency contact information
6. Complete physician information
7. Information regarding the parent list
8. Health information
9. Additional information for all boxes checked "yes"
10. Emergency transportation information
11. Parent/guardian's signature
12. Diapering Statement
13. Acknowledgement of Policies and Procedures
14. Enrollment form for at least one child was not updated by either the parent or the administrator
15. Enrollment form for at least one child was not signed by the administrator
16. Other [ ]

Technical assistance was provided at the time of the inspection, and as discussed, please correct this rule noncompliance. A written response for this rule noncompliance is not required at this time.

**Domain: 09 Children's Files**

**Rule:** 5101:2-12-15 Medical/Physical Care Plans

**Code:** The program is required to maintain a complete JFS 01236 "Child Medical/Physical Care Plan for Child Care" on file for any child having a health condition.

**Finding:** In review of the children's records, it was determined that the JFS 01236 "Child Medical/Physical Care Plan for Child Care" did not meet the requirements of the rule as noted in number 2 below:

1. The JFS 01236 had not been updated as needed and at least annually.
2. A separate JFS 01236 had not been used for each condition.
3. The program used an old version of the JFS 01236.

Submit the program's corrective action plan to the Department to verify compliance with the requirements of this rule.



Corrective Action Plan Due: 03/02/2023

**Rules In-Compliance/Not Verified**

| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| Rule: 5101:2-12-02 License Posted                 | Compliant | Documenting Statement: The license was in a location visible to parents as required.                                       |
| Rule: 5101:2-12-02 Current Information            | Compliant | Documenting Statement: The program had current information entered in the Ohio Child Licensing and Quality System (OCLQS). |
| Rule: 5101:2-12-03 Inspection Requirements        | Compliant |  |
| Rule: 5101:2-12-04 Building Department Inspection | Compliant |  |
| Rule: 5101:2-12-04 Fire Inspection                | Compliant |  |
| Rule: 5101:2-12-04 Food Service Requirements      | Compliant |  |
| Rule: 5101:2-12-07 Administrator Qualifications   | Compliant |  |





| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5101:2-12-07 Administrator Responsibilities/Requirements            | Compliant |  |
| 5101:2-12-07 Written Program Policies and Procedures                | Compliant |  |
| Rule: 5101:2-12-08 Child Care Staff Member Educational Requirements | Compliant | Documenting Statement: All Child Care Staff Members had verification of educational requirements on file at the program.   |
| Rule: 5101:2-12-09 Background Check Requirements                    | Compliant | Documenting Statement: During the inspection, the required documentation regarding background checks was on file for all employees listed.   |
| 5101:2-12-10 Health Training Requirements                           | Compliant |  |
| 5101:2-12-10 Professional Development Requirements                  | Compliant |  |
| 5101:2-12-11 Indoor Space Requirements                              | Compliant |  |
| 5101:2-12-11 Separation of Children Under 2 1/2 Years               | Compliant |  |
| Rule: 5101:2-12-11 Outdoor Space Requirements                       | Compliant | Documenting Statement: During the inspection, the requirements of the rule regarding outdoor space were discussed. We specifically discussed an area in the back of the building that is surrounded almost completely by natural barriers. |



| Rule  | Status    | Documenting Statement(s), If applicable  |
|---|-----------|--|
| 5101:2-12-11 Outdoor Play Equipment                     | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-11 Outdoor Play Fall Zones              | Compliant | Documenting Statement: The protective material used under outdoor equipment was shredded rubber..                                  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-12 Safe Equipment                       | Compliant | Documenting Statement: Equipment was observed to be in good condition.   |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-12 Safe Environment                     | Compliant | Documenting Statement: Cleaning supplies were viewed stored out of the reach of children.  |
| Rule: 5101:2-12-12 Safe Environment                     | Compliant | Documenting Statement: All electrical outlets were covered with safety receptacles.  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-13 Handwashing Requirements             | Compliant | Documenting Statement: Staff and children were observed washing hands as required by the rule.                                     |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-13 Smoke Free Environment                     | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-13 Toothbrushing Requirements                 | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| 5101:2-12-14 Transportation and Field Trip Procedures   | Compliant |  |
| Rule  | Status    | Documenting Statement(s), If applicable  |
| Rule: 5101:2-12-14 Transportation - Driver Requirements | Compliant | Documenting Statement: Children were observed boarding and exiting the program's vehicle in a safe manner, during this inspection. |



| Rule: 5101:2-12-14 Transportation - Driver Requirements  | Compliant | Documenting Statement: The drivers had completed the required ODJFS driver training.  |
|--|-----------|---|
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-14 Transportation - Vehicle Requirements | Compliant | Documenting Statement: An annual safety check of the vehicle, using the JFS 01230 "Vehicle Inspection Report For Child Care Centers" form, was verified and dated 9/6/22. |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 Emergency Drills                      | Compliant | Documenting Statement: Documentation for completed fire, weather, and emergency/lockdown drills was verified during this inspection.                                      |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 First Aid/Standard Precautions        | Compliant | Documenting Statement: During the inspection, the program had complete first aid kits available as required.  |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-16 Management of Communicable Disease          | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-16 Incident/Injury Reporting                   | Compliant |   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-16 Written Disaster Plan                 | Compliant | Documenting Statement: The program's written disaster plan was reviewed during the inspection and met the requirements.   |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-17 Daily Schedule                        | Compliant | Documenting Statement: Daily schedules were observed posted.  |
| Rule   | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-17 Materials and Equipment               | Compliant | Documenting Statement: Sufficient equipment was observed in all categories.   |



| Rule                                     | Status    | Documenting Statement(s), If applicable   |
|--|-----------|---|
| 5101:2-12-17 Daily Outdoor Play          | Compliant |   |
| Rule: 5101:2-12-18 License Capacity      | Compliant | Documenting Statement: The program was operating within their license capacity limits.                                      |
| Rule: 5101:2-12-18 Ratio                 | Compliant | Documenting Statement: During the inspection, enough Child Care Staff Members were employed to meet the staff/child ratios. |
| Rule: 5101:2-12-18 Group Size            | Compliant | Documenting Statement: The group sizes observed on the day of the inspection were in compliance.                            |
| Rule: 5101:2-12-19 Supervision           | Compliant | Documenting Statement: Child Care Staff Members were supervising the children and were able to intervene as needed.         |
| Rule: 5101:2-12-19 Child Guidance        | Compliant | Documenting Statement: Appropriate child guidance techniques and practices were observed being used during the inspection.  |
| 5101:2-12-20 Cots and Napping            | Compliant |   |
| 5101:2-12-21 Evening and Overnight Care  | Compliant |   |
| 5101:2-12-22 Meal and Snack Requirements | Compliant |   |



| Rule  | Status    | Documenting Statement(s), If applicable   |
|---|-----------|---|
| 5101:2-12-22 Fluid Milk Requirements                  | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-22 Safe Food Handling/Storage               | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-23 Infant Daily Care                        | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-23 Infant Bottle and Food Preparation | Compliant | Documenting Statement: All bottles were labeled as required.  |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| Rule: 5101:2-12-23 Diapering and Toilet Training      | Compliant | Documenting Statement: Appropriate diaper changing procedures were observed during the inspection in the infant room. |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-24 Swimming and Water Safety Requirements   | Compliant |   |
| Rule  | Status    | Documenting Statement(s), If applicable   |
| 5101:2-12-25 Medication Administration                | Compliant |   |